

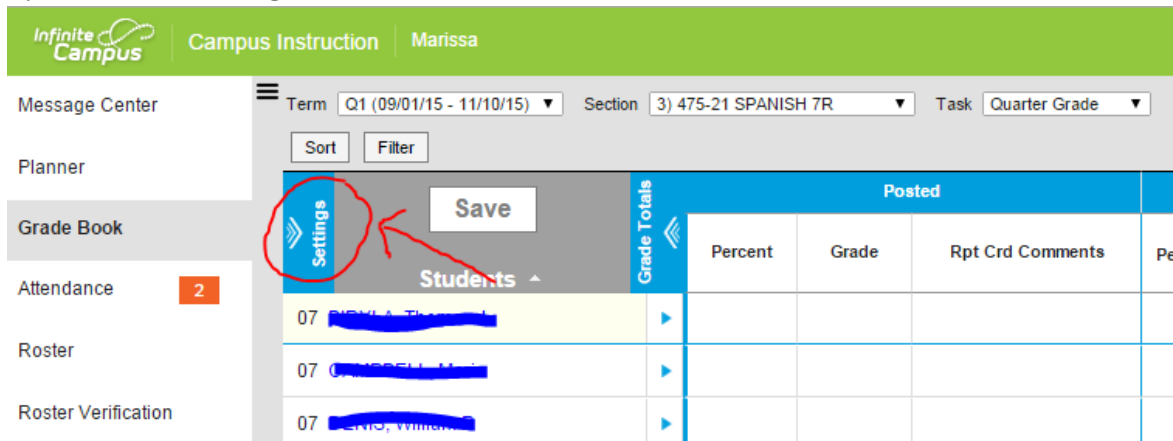
How to set up canned comments in Infinite Campus

1) Log onto infinite campus

2) If not in Campus Instruction, select the app switcher  and select “Campus Instruction.”

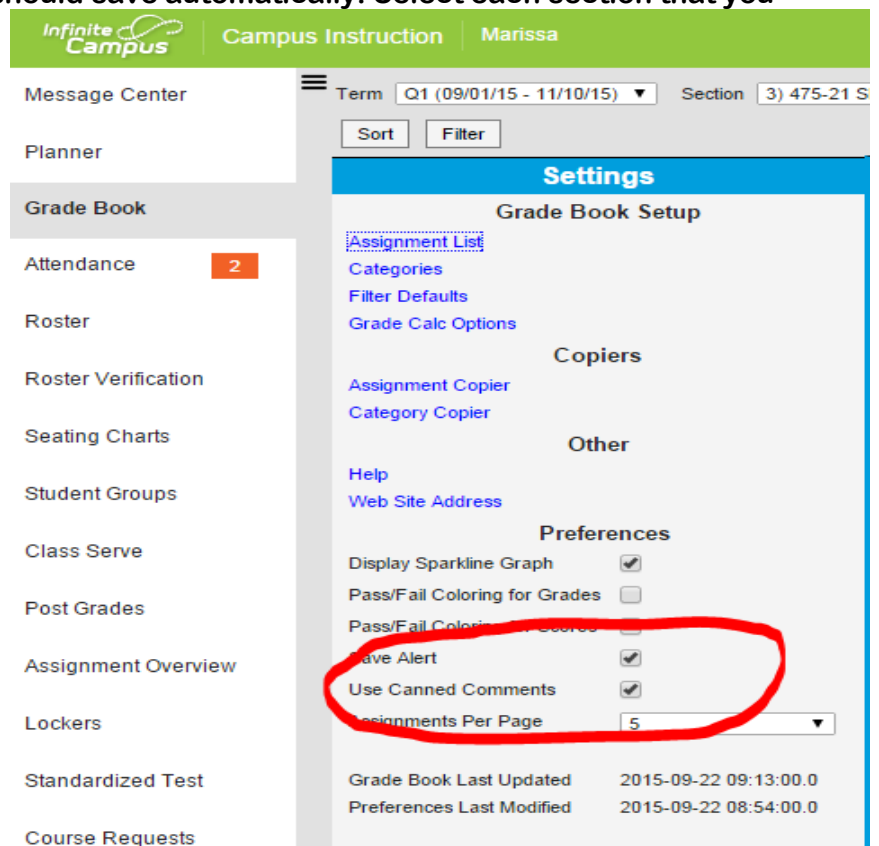
3) On the top left side, select “Gradebook.”

4) Click on settings.



The screenshot shows the Infinite Campus interface. The top navigation bar is green with the Infinite Campus logo, "Campus Instruction", and the user name "Marissa". Below the navigation bar, there are tabs for "Message Center", "Planner", "Grade Book", "Attendance", "Roster", and "Roster Verification". The "Grade Book" tab is selected. In the "Grade Book" section, there is a "Settings" button circled in red with an arrow pointing to it. The "Settings" button is located next to a "Save" button and a "Students" dropdown menu. The "Students" dropdown menu is currently set to "Students".

5) Select “Use canned comments” and it should save automatically. Select each section that you teach from the drop down menu and repeat the steps to select “Canned comments.”



The screenshot shows the Infinite Campus interface with the "Settings" page open. The "Settings" page has a blue header with the text "Settings" and "Grade Book Setup". Below the header, there are several sections: "Assignment List", "Categories", "Filter Defaults", "Grade Calc Options", "Copiers", "Other", "Help", "Web Site Address", "Preferences", "Display Sparkline Graph", "Pass/Fail Coloring for Grades", "Pass/Fail Coloring for Scores", "Save Alert", "Use Canned Comments", "Assignments Per Page", "Grade Book Last Updated", and "Preferences Last Modified". The "Use Canned Comments" checkbox is checked and circled in red. The "Assignments Per Page" dropdown menu is set to "5".